

## PARISH OF RADNAGE

### A MEETING OF THE PARISH COUNCIL WAS HELD ON WEDNESDAY 13<sup>TH</sup> JUNE 2012 AT 8 PM IN RADNAGE VILLAGE HALL

Present: Councillors: Chairman Mr Robin Fawell, Vice-Chairman Ms Elizabeth Fynn, Mrs Sue Jones, Mr Roy Pitcher, Mr Lew Perring, Mr Tim Tordoff and Clerk Mrs Gill MacKenzie.

#### **1. Welcome and apologies for absence.**

The Chairman welcomed councillors to the meeting. Cllr Blakstad was not able to attend. No members of the public were present.

#### **2. Declarations of any personal or prejudicial interests.**

No declarations of personal or prejudicial interests in the agenda were made other than for cheques for expenses due.

#### **3. Acceptance and signing of minutes of Meeting of the Parish Council held on 9<sup>th</sup> May 2012.**

Cllr Fawell proposed, seconded by Cllr Jones with all in favour that the minutes of the meeting held on 9<sup>th</sup> May be accepted as a true and accurate record. The Chairman signed and dated the minutes.

#### **4. Acceptance and signing of minutes of Annual Meeting of the Parish Council held on 9<sup>th</sup> May 2012.**

Cllr Fawell proposed, seconded by Cllr Jones with all in favour that the minutes of the Annual Meeting of the Parish Council held on 9<sup>th</sup> May be accepted as a true and accurate record. The Chairman signed and dated the minutes.

#### **5. Acceptance and signing of minutes of Annual Parish Meeting held on 16<sup>th</sup> May 2012.**

Cllr Fawell proposed, seconded by Cllr Jones with all in favour that the minutes of the Annual Parish Meeting held on 16<sup>th</sup> May be accepted as a true and accurate record. The Chairman signed and dated the minutes.

#### **6. Report on progress on items in the previous minutes not otherwise included in this agenda.**

The search for information regarding the history of when the Radnage beacon had been previously lit was on-going.

#### **7. Planning.**

It was agreed that there was no objection to the planning application for Threeways: householder application for the erection of a two storey rear extension with alterations to existing dormer window and alterations to access drive and parking area and demolition of existing conservatory. The Clerk was tasked with feeding this response back to the District Council.

#### **8. Finance**

a) The Clerk reported that as at 31 May 2012 the current account held £14,121.73 and the deposit account had a balance of £21,558.77 representing the dedicated funds, as at 9<sup>th</sup> May 2012 with interest of 86p included. The Internal Audit had been completed successfully and the Annual Return had been forwarded to the External Auditor on time. The Internal Audit had identified that elements of the risk register were not available to be viewed and that a more comprehensive listing of cheques signed off at meetings would be helpful.

b) Payments for May 2012 were agreed and the cheques signed. Insurance £1325.14, Salaries £841, Equipment and consumables: £521.56, Utilities £237.00, Village Hall refunds £100 and subscriptions £29.

c) Discussions with Sita UK had resulted in an offer from the company to change the collection dates with a reduction in costs. The Clerk was asked to seek a formal offer in writing with a view to a trial run.

**ACTION: Clerk**

## 9. Correspondence

a) An informal request had been received for a memorial bench in memory of Mrs Pat Sharley to be placed on the recreation ground adjacent to the Village Hall. All agreed that this request would be considered favourably and Cllr Fynn was asked to contact Terry Sharley and that a formal request would be awaited.

**ACTION: EF**

b) A complaint about the condition of the edges alongside Radnage Common with grass cuttings and nettles in evidence – causing nearby residents fences to rot where the vegetation is decomposing. The Clerk was asked to contact the current grass cutting contractor to seek a quote for adding this common land to the existing contract.

**ACTION: Clerk**

## 10. Village Hall update

a) Cllr Jones provided an update on Village Hall matters, resume of which is included herein: The duplicate of the Premises Licence has been received from WDC and is now displayed on the hall notice board. Copies have been filed with the Clerk's records and in the Village Hall Manual.

So far this calendar year we have had applications for 5 TENS including Garden Sunday lunchtime. Wycombe District Council is not willing to provide us with the dates for applications received and insist that we as a Parish Council should monitor and approve these applications. Whilst we make every effort to do so, some applications are made without our knowledge. It was suggested that the council approach District Cllr John Gibbs to see if he can assist with obtaining this information.

Hirers not organizing an "official PC event" or those which can be classified as "non-commercial and for the benefit of the local community" are being strongly advised to consider arranging their own insurance cover.

A patio door lock was found to be unlockable. It has not been possible to get this new lock keyed alike so the details of the new lock have been recorded to match if further replacements are needed. One of the tables has been found to be missing and damage found to another, and leg straps are missing on several of the other tables. As all the tables are needed for big functions and weddings it was agreed that urgent replacement items be purchased. It was proposed by Cllr Perring and seconded by Cllr Pitcher with all in favour that a maximum sum of £120 be authorised to purchase these items at the earliest opportunity. Cllr Fynn agreed to place the order.

**ACTION: EF**

The "Billy" night was a huge success closely followed by the Jubilee Concert and Beacon Lighting night and two cheques had been received for the sums of £349.17 and £201. All monies collected by the fund raising team of the VHAG are to be paid to the PC with itemised accounts. It was agreed that the responsibility for spending these funds lies with the PC. Cllr Fawell had drafted a policy document concerning the procedures for fundraising and it was agreed that this document be forwarded to all Cllrs to read prior the next meeting where a decision could be made about incorporating this document within the council financial standing orders.

**ACTION: All**

Cllr Fawell proposed some changes to the heating system which included the installation of infra-red wall heaters. It was agreed that this proposal would be included as an agenda item in the next meeting of the Village Hall Action Group for consideration and that recommendations from that meeting be placed in front of the council for a decision.

**ACTION: SJ/RF**

b) Cllr Fawell gave a brief update on his recommendations for the fire detection work and it was agreed that this document should also be circulated to Cllrs prior to the next meeting when a decision could be made.

**ACTION: All**

c) Cllr Fawell reported that the licencing issues were being addressed by including relevant questions on the Village Hall booking forms.

#### **11. Open Spaces.**

Cllr Pitcher reported a small waiting list for allotments. It was also noted that work to clear the turning point at the bottom of Common Road had commenced with the help of local residents. A vote of thanks to Cllr Fynn and Mr Channer was recorded for arranging this clearance.

Hedge cutting around Wards Pond needed work and Cllr Pitcher agreed to take a look at the condition of the site.

**ACTION: RP**

#### **12. Risk Management.**

The risk register for the month of June was circulated amongst Cllr's for their action and feedback at the next meeting.

#### **13. Clerks Matters.**

The Clerk advised that she was making progress in the CiLCA course and asked the council's forbearance when she produces documents and revised procedures in the future to meet with current legislation and guidance. Copies of the latest edition of Matters Arising were distributed to all Cllrs.

#### **14. To receive Reports from Councillors on meetings that they have attended.**

No meetings had been attended.

#### **15. Forthcoming Meetings and Attendees.**

There were no forthcoming meetings that required attendance by Cllrs.

#### **14. Date of Next Meeting:**

The next Ordinary Meeting of the Parish Council will be held on Wednesday 11<sup>th</sup> July 2012 at 8pm in the Village Hall. (Note: there is no meeting scheduled for the month of August 2012).

There was no public session at the end of this meeting.

The meeting closed at 21:40 hours.

**Chairman's Signature:**

**Date:**

Appendix 1 – Cheques agreed and signed:

Cheque number 2417 CLG Cleaning Services – oven cleaning Village Hall - £130  
Cheque number 2418 Broker Network Ltd – Came and Coy PC Insurance - £1325.14  
Cheque number 2419 – S Jones – Laskys – cooker extractor £195 + VAT  
Cheque number 2420 J Haywood VH cleaning for month of May £136  
Cheque number 2421 V Reed VH Lettings and Maintenance Co-ord for month of May £292  
Cheque number 2422 L Keown – refund of village hall deposit £50  
Cheque number 2423 R Matthews – refund of village hall deposit £50  
Cheque number 2424 Thames Water Utilities Ltd - £18.98  
Cheque number 2425 G MacKenzie – clerks salary and expenses – £413.00  
Cheque number 2426 Woodridge Cleaning Supplies – Village Hall - £28.69 + VAT  
Cheque number 2427 S Jones – Hatt Locksmith – emergency lock replacement £26.88 +VAT  
Cheque number 2428 G MacKenzie – postage and key cutting £14.65  
Cheque number 2429 CPRE – annual subscription £29  
Cheque number 2430 V Reed – for postage stamps £20.99  
Cheque number 2431 Gopak Ltd - £120 for replacement tables and table leg straps.

Direct Debit Southern Electric – Village Hall monthly direct debit £90

Direct Debit Sita UK Ltd – Village Hall Waste £128.02 + VAT